

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Management Staff

DATE: 7 March 1956

FROM : Area Records Officer,
Office of the Comptroller

SUBJECT: Machine Records Division Records Control Schedule

1. There is attached copy of memorandum dated 21 September 1955 from the Chief, Machine Records Division to the Chief, Fiscal Division requesting changes in the disposition of Items 107-a, 107-b, and 107-c.
2. Inasmuch as the IBM Payroll Cards are non-record material, I concur in the recommended disposition instructions. These changes have been made to the schedule as indicated on the attached Form 139a.

25)



Attachments

RECORDS RETIREMENT REQUEST		ASSIGNED BY RECORDS CENTER JOB NO. 62-1068
Submit in original and 3 copies. One copy will be returned to the originating office when material is accessioned by Records Center.		FOR REFERENCE SERVICE ON RECORDS TRANSFERRED TO STORAGE COMPLETE FORM 490 AND REFER TO ABOVE JOB NUMBER.
PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN)		
TO: Chief, Records Center.	FROM: (Office) COMPTROLLER	DIVISION ADPD
	BRANCH ACCOUNTING	SECTION

APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW
DESCRIPTION OF FILE SERIES (Include: Name of File, Contents, Function, Arrangement and Inclusive Dates.) IF NECESSARY TO LIST RECORDS, USE FORM NO. 140A. RECORDS SHELF LIST (Check appropriate box below.)

Name of File: Expenditure, Property Issue & Cost Cards
 Contents: IBM Cards
 Function: Used to prepare reports recording all expenditures and disbursements made against a particular allotment.
 Arrangement: By Fiscal Year and Allotment Account Number thereunder.
 Inclusive Dates: For the period 1 July 1961 thru 31 December 1961, covering Fiscal Year 1961.

SHELF LIST ATTACHED

SHELF LIST INCLUDED IN TRANSFER

CLASSIFICATION OF RECORDS SECRET	FILE EQUIPMENT OCCUPIED BY RECORDS LETTER APPROX. OTHER (specify) LEGAL 72,000 - 36 boxes NUMBER OF DRAWERS
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APPROXIMATE REFERENCE ACTIVITY PER MONTH
NONE

LOCATION OF RECORDS			
BUILDING Curie Hall	ROOM Wing A	EXTENSION	DATE 4 April 1962

PART II (TO BE COMPLETED BY THE AREA RECORDS OFFICER)

TYPE OF MATERIAL

RECORD

NON-RECORD

RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None")

CITE SCHEDULE OR AUTHORITY

Sch. No. 31.06 - 57 Item 72 a

BUILDING HQ.	ROOM 6E69	DATE 4 April 1962	S
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STORAGE LOCATION				
JOB NO.	AREA	ROW	SPACE	
68-1065				
DISPOSAL ACTIVITY				
OFFICE	DIVISION	BRANCH	SECTION	DISPOSAL DATE
68-1065 COMPTROLLER	ADPD	ACCOUNTING		
AUTHORITY FOR DISPOSAL				
SCHEDULE NO. (or List)	PAGE	DATE 16 JUL 1964 DISPOSITION NO. 65D-92		
31.06-57	22A	DISPOSITION OF THE RECORDS DESCRIBED		
REMARKS	HEREON HAS BEEN MADE AS FOLLOWS:			
31.06-57	TRANSFERRED <input type="checkbox"/> DESTROYED <input checked="" type="checkbox"/> OTHER <input type="checkbox"/>			
31.06-57	AUTHORIZATION:			
31.06-57	RCS 31.06-57, Item 72a			
	SIGNATURE			
	TITLE Chie, Disp. Br., AA & RC			

RECEIPT PROCESSING				
CUBIC FEET	NO. OF CONTAINERS	TYPE OF CONTAINERS	DATE RECEIVED	RECEIVED BY
7	35	234	5-4-62	